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try to give a bird's-eye view of the entire field of business with its many operations, at the same time keeping foremost the fundamental principle of English composition. The book "attempts to explain and illustrate the fundamental principles that govern all kinds of business letters and to give practical methods of handling the more typical situations. In a word, it tries to show attainable ideals and sound strategy in business correspondence" (pp. viii-ix).

Beginning with the general principles upon which good business letters are constructed, the book takes up various kinds of business correspondence, including such topics as credit letters, sales and business promotion letters, letters of application, argumentative letters, complaint and adjustment letters, appeals to different classes, correspondence supervision, and business reports. In an appendix a very good treatment of the mechanical make-up of a letter is given, followed by a discussion of the legal aspect of letters.

The chapter on "Letters Applying for Positions" illustrates in a concrete way the method by which the authors treat the different subjects. First, the importance of the application letter is pointed out. This is followed by a discussion as to the ways of attracting the favorable attention of the reader. The authors go on to show how to create desire, convince the reader, and stimulate the reader to action, taking up all the phases of the subject in a careful detailed manner.

The book is clear, forceful, and goes to the very heart of the matter, not only giving a thorough treatment of the theory of good business correspondence, but illustrating the points in question by selections from letters taken from files in business houses. The text will be found to serve well the purpose for which it is designed and will prove a valuable aid to the business or professional man in carrying on his business correspondence.

SHIRLEY HAMRIN

An introductory course in journalism.—The plan of many textbooks and manuals is theoretical to such an extent that it fails to work when put into actual practice. In a recent text,¹ based on the author's experience in teaching high-school classes in journalism, there is a striking example of a content that has been successful in actual operation and has been responsible for state championship publications for three successive years. This manual is a combination of plans, devices, and methods which have been found practical and successful in classroom activities and in the publication of high-school newspapers, handbooks, reviews, and annuals.

In the Introduction Miss Huff states that journalism is a laboratory subject. The laboratory work consists in actual practice on the school paper, the annual, and other publications, each pupil being required to spend a specified amount of time on this work. The book includes material for three semester courses. Each chapter has three divisions. First, the aim is stated;

¹ BESSIE M. HUFF, *A Laboratory Manual for Journalism in High School*. Muskogee, Oklahoma: Star Printery, 1921. Pp. viii+98.

second, the assignment for the week is outlined; and third, a list of related bibliographical references is given. The course aims to give the pupils a wide range in the field of journalism and to assist them to make direct application of this through the laboratory method. In the first semester such phases as the organization of the staff, the reporter, local news, leads, and bodies of the story are subjects of intensive study. In the second part, society and sporting stories, interviews and speeches, advertising, feature stories, and cartoons are taken up in the same manner. The third part concerns itself chiefly with editorials, headlines, the history of journalism, and other similar topics adapted for the instruction of staff members. The manual is concluded by a practical discussion by Mr. C. K. Reiff, on the administration of school publications.

The content of the manual is practical and logically organized. The text is well supplied with bibliographical references. It is worthy of consideration by all teachers and supervisors interested in the teaching of journalism in the high school.

W. D. BOWMAN

Source material for the study of geography.—One of the difficulties ordinarily faced by the instructor of college or junior college classes in geography is the assembling of collateral material of sufficient scope and variety from the sources available. A recent publication¹ supplies this material in well-arranged form so far as the geography of North America is concerned.

The aim and scope of the book are indicated in the following paragraph from the Preface.

Many of the sections included are intended to serve as a basis for a geographic discussion, rather than as a geographic discussion. In other words, much of the material as it stands is not strictly geographic in character, having been written for a variety of purposes, and it therefore remains for the instructor to make it function geographically. The book does not, then, constitute a course in "Economic Geography of North America," but furnishes some of the material required by such a course [p. vi].

The material relating to Canada includes an article on "Regional Concepts of Canada" which considers the size, position, and boundaries in the light of environmental factors. Other selections deal specifically with the agricultural regions, climate, land and water areas, mineral resources, population, etc. A chapter is devoted to the resources and industries of the several provinces, and additional material comprises a description in greater detail of the geography of the different regions, their industries, and possibilities.

The section of the book treating of the United States presents material concerning the land and its use, conditions affecting its use, the original and present forest areas, water power, mineral production in the various states, manufacturing, etc. The geography of the country is treated in considerable

¹CHARLES C. COLBY, *Source Book for the Economic Geography of North America*. Chicago: University of Chicago Press, 1921. Pp. 400. \$4.00.